

COURT SYSTEMS TECHNICIAN

Supplemental Application

Announcement Number 09-027

Application Deadline: 4:30 p.m., Tuesday, December 22, 2009

This form must be submitted with the Superior Court of California, County of San Bernardino Employment Application.

This supplemental application and the regular Court application will be the basis for a competitive evaluation of qualifications. The information provided on this supplemental application will be subject to verification at any time during the examination process, hiring process and even after gaining employment.

Directions: Please indicate your experience and/or proficiency in the following areas. Please provide the name of the person(s) who can verify your experience in the stated areas, as well as the employer with whom the experience was obtained. Please attach additional sheet(s) if needed.

Note: Candidates who misrepresent their experience will be subject to adverse consequences that could include the following actions: removal from the exam process, removal from the certification lists, or loss of Court employment.

DESKTOP SUPPORT

1. Briefly describe your experience, if any, working in a courtroom, with elected officials and senior executives.
2. Briefly describe your experience, if any, working with Personal Computer Tools and ISD Corporation software products. List any tools used and for what purpose.
3. Rate your experience in installing, troubleshooting, configuring and/or repairing various hardware items using the following rating scale.

Rating Scale:**1 = Never****2 = Limited****3 = Intermediate****4 = Expert****5 = Certified**

ITEM	INSTALLED	SUPPORTED
SCSI Controller		
Network Card		
Video Card		
CD-ROM		
Hard Drive		
RAM Memory		
Removable Drives		
RAID Drives		
PDA/Handheld		
IRQ, I/O or DMA Conflicts		

SOFTWARE/OPERATING SYSTEMS	INSTALLED	USED
Microsoft Office 2002		
Microsoft Office 2003		
Microsoft Office 2007		
ADMINISTER		
Microsoft Windows XP Professional		
Microsoft System 7		
Microsoft Windows Server 2003		
Microsoft Windows Server 2008		
Microsoft Internet Information Server (IIS)		
Microsoft Outlook		
Microsoft Exchange		
Crystal Reports		
SQL Server		
Oracle		
SUN Solaris		
Microsoft Systems Management Server (SMS)		

SUPPORT AND TRAINING

4. Briefly rate your experience in supporting users and/or formally training users in software using the following rating scale.

Rating Scale:**1 = Never****2 = Limited****3 = Intermediate****4 = Expert****5 = Certified**

SOFTWARE PRODUCT	SUPPORT	TRAIN
Microsoft Word		
Microsoft Excel		
Microsoft PowerPoint		
Microsoft Access		
Crystal Reports		
Microsoft Windows / XP / 7		
Microsoft Windows Pocket PC/Palm OS		

NETWORKING SUPPORT

5. Rate your experience in installing and/or configuring various network items using the following rating scale.

Rating Scale:

1 = Never
2 = Limited
3 = Intermediate

4 = Expert
5 = Certified

ITEM	INSTALLED	CONFIGURED	REPAIRED/ USED/ TERMINATED
Network Cable			
Network Switch			
DHCP on a Server			
TCP/IP			
Network Printer			

6. How many LAN nodes have you supported and how many LAN user accounts have you set up?

7. Briefly describe and list any programming languages that you have experience with.

TRAINING/CERTIFICATES:

8. Indicate any training or certificates you have received in automated systems, hardware or software.

CERTIFICATES:	DATE RECEIVED:
A+	
CCNA	
MCP	
MCSE	
ACE	
MCDDBA	
MCSD	
Other:	

VERIFICATION OF EXPERIENCE

Provide the name of the person(s) who can verify the above experience. Indicate their title and phone number. **Failure to provide this information will make you ineligible to continue in the examination process.**

NAME	TITLE	PHONE NUMBER

CERTIFICATE OF APPLICANT

I certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal.

Name (print): _____ **Social Security Number:** _____

Signature: _____ **Date:** _____